



**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**
9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-2513



PAUL HIGA
Acting Chief Probation Officer

January 20, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF CONTRACT TO PROVIDE
CUSTODIAL SERVICES AT LOS PADRINOS JUVENILE HALL AND COURT, AND
CRENSHAW AREA OFFICE FOR THE PROBATION DEPARTMENT
(3 VOTE, ALL SUPERVISORIAL DISTRICTS)**

IT IS RECOMMENDED THAT YOUR BOARD:

- 1 Find that custodial services provided under the proposed contract can be more economically performed by the contractor rather than by County employees.
2. Approve the attached contract with Lee's Maintenance Services, Inc., for the provision of custodial services at Los Padrinos Juvenile Hall and Court, and Crenshaw Area Office for the Probation Department at an estimated annual amount of \$201,916 for the period of March 1, 2005 through February 28, 2006, with an option to renew for four (4) additional 12-month periods.
3. Instruct the Chair to sign the attached contract.
4. Delegate authority to the Chief Probation Officer to extend the contract term for four (4) additional 12-month periods, at an estimated amount of \$201,916 per term, upon approval as to form by County Counsel.
5. Delegate authority to the Chief Probation Officer to execute contract modifications not exceeding 10% of the contract price and/or 180 days to the period of performance pursuant to the terms contained therein, and add or delete facilities, work force, and/or work hours during the contract term after notice by County, upon approval as to form by County Counsel.

PROBATION: PROTECTION, CORRECTION, SERVICE

PURPOSE/ JUSTIFICATION OF RECOMMENDED ACTIONS:

The purpose of the recommended actions is to obtain approval of a contract (Attachment I) with Lee's Maintenance Service, Inc. for custodial services at Los Padornos Juvenile Hall (LPJH) and Court, and Crenshaw Area Office for the Probation Department.

The Probation Department has utilized contracted custodial services since 1991. In December 2004, consistent with the recommendation of the County of Los Angeles Auditor Controller, Probation terminated a contract with Advanced Building Maintenance for convenience of the County. In the interim, services are being provided through a contract administered by the Internal Services Department (ISD) while Probation completes the competitive solicitation process to award a new contract.

Approval of this contract will enable the Probation Department to continue receiving custodial services at LPJH and Court, and Crenshaw Area Office. A competitive solicitation process was conducted and Lee's Maintenance Service, Inc. was the highest ranked proposer.

Implementation of Strategic Plan Goals

The recommended Board actions are consistent with the Countywide Strategic Plan, Organizational Goal #2, Workforce Excellence, Organizational Goal #3, Organizational Effectiveness and Organizational Goal #4, Fiscal Responsibility. Implementation of the recommendations will enable the Probation Department to continue receiving efficient custodial services.

FINANCIAL IMPACT/FINANCING:

Attachment II compares the cost of contract services with the costs the County would incur if custodial services were provided by County employees. The annual savings to the County is estimated at \$62,428. Attachment III shows the benefits available to contract employees. Attachment IV provides the process used for contracting with community business enterprises.

Adequate funds are provided in the department's Fiscal Year 2004-05 budget and are requested in the 2005-06 budget to finance the contract payments. The proposed contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Since 1991, Probation has contracted for custodial services at LPJH and Court, and Crenshaw Area Office. The need for custodial services continues to exist at these designated work locations. Pursuant to the contract, Lee's Maintenance Service, Inc. will provide personnel, supplies, and equipment to maintain the required custodial services.

The contract is authorized by Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). The Department has complied with all requirements for contracting with private businesses under Los Angeles County Code Chapter 2.121. Consistent with these requirements, the awarded contract will provide all services at a cost less than the County.

Pursuant to County Code Chapter 2.121.330, the Probation Department conducted a competitive solicitation process, which included public notice. Such notice was given in sufficient time and was included in newspapers of general circulation and ISD's website.

The tort liability under this contract will be the same as that under the preceding contract.

There is no departmental employee relations impact as these services have been contracted since 1991. All requirements of Los Angeles County Code Section 2.121.380 have been met. The contract will not result in a reduction of County services.

The Department evaluated and determined that the Living Wage applies to the recommended contract. Consequently, the contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code, Chapter, 2.201).

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In accordance with the Department of Human Resources memorandum dated November 16, 1995, the contract has been reviewed in regard to the provisions for hiring displaced County employees. The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the contract and during the life of the contract. The contract also contains County requirements regarding the hiring of participants in the GAIN/GROW program.

The contract includes all County requirements, including, non-responsibility and debarment, and the provisions of paid jury service time for their employees.

In accordance with the Chief Administrative Office memorandum dated July 19, 2002, the proposed contractor has been instructed to register on WebVen.

Probation will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, and/or contract term.

County Counsel has approved the contract as to form.

CONTRACTING PROCESS:

To solicit for these services, a competitive Request for Proposals (RFP) process was utilized and issued on September 10, 2004. Through the solicitation and competitive negotiation process, approximately 140 letters were sent to service providers. Advertisements were run in the Los Angeles Times, Eastern Group Publications and the Los Angeles Sentinel. The solicitation information was also made available through the Internet on the County of Los Angeles ISD website (Attachment V). As a result, forty-six (46) potential providers requested copies of the RFP, thirty-two (32) potential providers attended the mandatory bidder's conference, and ten (10) proposals were received.

A committee was formed to evaluate proposals submitted in response to the RFP. The evaluation committee, consisting of Probation staff, reviewed a total of two (2) proposals received on October 18, 2004. The proposals were evaluated using an initial screening "pass/fail" process, which was consistent with the Selection Process and Evaluation Criteria set forth in the RFP.

The proposals submitted by Advanced Building Maintenance, All Services Cleaning, Bell Building Maintenance, Empire Maintenance, Facility Masters, General Building Maintenance, Southern Building Maintenance and United Maintenance Systems did not pass the initial screening, and did not proceed to the final evaluation process.

The proposals submitted by Lee's Maintenance Service, Inc. and Reliable Building Services passed the initial screening. They were rated and scored by the evaluation committee using a point system that covered: 1) plan for providing required services; 2) experience and capability; 3) references and history of any labor law violations; 4) quality control plan; and 5) proposed fee/price.

Lee's Maintenance Service, Inc.' proposal received a high rating by the evaluation committee because it submitted a very responsive proposal that reflected an excellent understanding of the services to be provided. Lee's Maintenance Service, Inc. outlined a quality plan and demonstrated they were experienced and capable of providing the required services. Lee's Maintenance Service, Inc. made a firm commitment to comply with all RFP requirements.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

This contract will continue the current level of services.

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It is requested that the Executive Officer, Board of Supervisor, forward a copy of the executed contract to:

Probation Department
9150 E. Imperial Hwy, Rm. A66
Downey, CA 90242
Attention: Yolanda Young
Contracts & Grants Mgmt. Division

Lee's Maintenance Service, Inc.
14740 Keswick Street
Van Nuys, CA 91405
Attention: Tyrone P. Ingram, President

Respectfully submitted,



PAUL HIGA
Acting Chief Probation Officer

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Attachments (5)

c: Chief Administrative Officer
County Counsel